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16 DEC 1965

MEMORANDUM FOR : Deputy Director for Support

SUBJECT : Twentieth Anniversary Ceremony

REFERENCE : Memo from EO/DDS to D/Pers dtd 28 Oct 65,
same subject

1. As requested, this memorandum submits our proposal for the 1967 Awards Ceremony commemorating the Agency's twentieth anniversary.
2. While the proposed basic program follows our usual pattern for the annual awards program, some important differences are suggested:
 - a. Participation by the President of the United States, the Vice President, Cabinet and Congressional dignitaries, and other officials associated with the Intelligence Community. (A suggested list is attached at Tab A and a suggested text for invitations, except to the President and Vice President, is attached at Tab B. If an unofficial check indicates that either the President or the Vice President will be able to attend, the invitation to them should take the form of a special letter from the Director of Central Intelligence.)
 - b. Hopefully, an Agency official would be nominated for and be granted the President's Distinguished Civilian Service Award to be presented at the ceremony.
 - c. Music to be provided by a service band as well as by the Agency Chorale.
 - d. Participation in the program of the combined Department of Defense Color Guard.

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e. Formal invocation by a clergyman.

3. We propose the following changes in our normal administrative mechanics for the program:

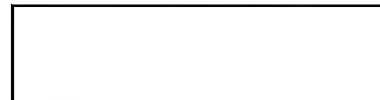
a. All seats to be reserved and admission to be by ticket only. Ushers would check tickets and escort Agency and non-Agency guests to assigned seats.

b. Only one representative from each component in each length of service category designated to receive his certificate at the ceremony.

c. Transparencies of the Agency seal and of the Presidential seal to be projected on the circles behind the stage.

4. A suggested chronology for the program is attached at Tab C and a suggested outline for the printed program is attached at Tab D.

5. It goes without saying that our key proposals require early action. For this reason, it is suggested that our plans be presented to appropriate officials for approval at least in principle at the earliest possible date.



STAT

f Emmett D. Echols
Director of Personnel

1Distribution:

- O & 1 - Addressee
- 1 - D/Pers
- 1 - C/BSD

OP/BSD/[] jas (15 Dec 65)
Rewritten: OP/[] (15 Dec 65)

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GUESTS

President of the United States

Vice President of the United States

All former DCI's and DDCI's

Secretary of State

Secretary of Defense

USIB Members

NSC Members and the Executive Secretary, Mr. Bromley Smith

FIAB Members

Speaker of the House

Chairman and ranking member of the :

CIA Subcommittee of the Senate Armed Services Committee

CIA Subcommittee of the House Armed Services Committee

CIA Subcommittee of the Senate Appropriations Committee

CIA Subcommittee of the House Appropriations Committee

Seating: On stage, the President, Vice President, Director of Central Intelligence, Deputy Director of Central Intelligence, Secretary of State, and Secretary of Defense. The Director of Personnel would, as proposed master of ceremonies, also be seated on the stage.

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INVITATIONS

Invitations to non-Agency guests should be issued in the name of the Director of Central Intelligence and should also serve as admission tickets for the guests. Invitations might read substantially as follows:

The Director of Central Intelligence
requests the pleasure of your company at the
Honor Awards Ceremony
Commemorating the
Twentieth Anniversary
of
The Central Intelligence Agency
on Monday, the Eighteenth of September 1967

From 1200 to 1300

Headquarters Auditorium
McLean

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sample



*The Secretary of the Army
requests the pleasure of your company at the
Eighth Annual Awards Ceremony
honoring outstanding civilian personnel
of the Department of the Army
on Thursday the first of October 1964
from 1215 to 1315 hours Pentagon Center Court*

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PROGRAM

Music The United States ... Band
Conducted by (Marine, Coast Guard, Army,
Navy, or Air Force)

Presentation of Colors Color Guard
(Combined Dept. of Defense)

National Anthem Assembly .
Organ Accompanist.

(Flourishes and Ruffles) (Hail to the Chief) The United States... Band .

THE PRESIDENT OF THE UNITED STATES ENTERS WITH DCI

Invocation Rev ...

Introduction of the President DCI

Address The President of the United States

Musical Selection Headquarters Chorale
Conducted by

PRESENTATION OF AWARDS .

President's Award for Distinguished Federal Civilian Service (to a C.I.A. nominee).	Presented by the President of the United States Citations read by Director of Personnel
---	--

20-Year Certificate
(One representative of each major component receives a certificate)

15-Year Certificate
(One representative of each major component receives a certificate)

10-Year Certificate
(One representative of each major component receives a certificate)

Benediction Rev ...

Retirement of Colors Color Guard

Music The United States ... Band

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ITEMS FOR THE PROGRAM BOOKLET

The proposed program booklet would include:

Motto

Foreword

Photographs of the President, the Director of Central Intelligence, and the Deputy Director of Central Intelligence

Program of Events

Detailed description of the President's Award for Distinguished Federal Civilian Service

Narrative description of Public Service Award winners

Safe Driver Award winners' names

Sterilized descriptions of noteworthy Suggestion Awards

Statistics of Honor and Merit Awards

Statistics of Suggestion Awards

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[] called re the attached.
[] has requested that the suspense date
by extended until 15 Mar 66.
[] concurs and has asked for the extension.
I talked to []
He requested I suspend for a few days.

SUSPEND: 20 Oct 65

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DD/S 64-4205

DD / S REGISTRY

FILE Personnel 11

D/Pers via

DDS

4 AUG 1964

20RT

h/w by Mr. Kirkpatrick:

"We should start thinking about our 20th Anniversary: invited guests, the President, Marine Band etc."

2 - 1: Colonel White agrees that we should get an early start and requests that a tentative program be submitted to him by 15 October 1965.

VRT

4 AUG 1964

Kirkpatrick

1 Aug

EO-DD/S:VRT:maq (4 Aug 64)

Distribution:

Orig - D/Pers w/att

✓ 1 - DD/S Subject

1 - DD/S Chrono

DD/S 64-4205: Routing Slip dtd 1 Aug 64 to D/Pers via DD/S fm Mr. Kirkpatrick

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DOS News Letter, July 64 (c.f. article entitled "40 Years of the Foreign Service")